

**TOWN OF ROCKY HILL
PUBLIC BUILDINGS COMMISSION
MEETING OF MARCH 10, 2014**

Present: Chairman Bryan Addy, Commissioner Tom Beaudoin, Commissioner Chris Ford, Commissioner Sal Ganci, Commissioner Jay Kelly and Commissioner Peter Parrotta. Also present were: Jim Sollmi (Director of Public Works), John Mehr (Finance Director), Mike Sorano (Friar Associates), Adam Palmer (Friar Associates), Ken Biega (O & G Industries, Inc.), Lee Sullivan (O & G Industries, Inc.) and Mike Walsh (Consulting Engineering Services, Inc.).

Absent: Vice Chairman Todd Marchand.

1. CALL TO ORDER

Chairman Bryan Addy called the March 10, 2014 meeting of the Public Buildings Commission to order at 5:03 p.m. in the Council Chambers, Town Hall, 761 Old Main Street, Rocky Hill, CT.

2. APPROVE MINUTES AND WORKING NOTES OF FEBRUARY 10 AND FEBRUARY 20, 2014

Commissioner Jay Kelly made a motion to approve the Minutes and Working Notes of the February 10, 2014 meeting of the Public Buildings Commission and of the February 20, 2014 special meeting of the Public Buildings Commission. The motion was seconded by Commissioner Sal Ganci and adopted by those present. (Vice Chairman Todd Marchand was absent.)

3. OLD BUSINESS

a. RHHS Project Update

Chairman Bryan Addy turned the meeting over to Ken Biega at this time. Ken Biega said that he and Mike Sorano have been going back and forth over the estimate to check the quantities and what the design is. Ken Biega said he and Mike Sorano are also looking at some alternates and looking at some value engineering. Ken Biega told the Commission that they want to come back to them with what will be recommended to them.

Ken Biega said Mike Walsh, the Commissioning Agent, was present so he said that he could come to the podium at this time. Ken Biega said that Mike Walsh could tell the Commission what he has been doing on this project. Mike Walsh introduced himself. He said he has been talking with Finance Director John Mehr a little bit and he was asked by him to come in to meet this Commission. Mike Walsh said the last time he had come to a meeting of this Commission that there had been a different group of faces. He mentioned that he heads up the

Commissioning team at Consulting Engineering Services, Inc. (CES), which is located in Middletown, CT. CES will be providing commissioning services on the RHHS project. CES is trying to make sure that the Town is in compliance with all of the Connecticut high performance requirements and building commissioning is one of the requirements. They are working with the design team now to make sure that everything the owner (Town) wants is incorporated into the design. They are working on this with Mike Sorano and his Staff. Peer review, which is the next piece of this, is being done now. Mike Walsh said CES did a review during DD and they just had completed a review during CD. They are in the process of doing a back check of the review comments. The final piece will be for them to meet with Mike Sorano and his team in order to go over the comments. Mike Walsh said that Mike Sorano will make sure that everything is incorporated accordingly into the documents. Mike Walsh said they will then look forward to moving onto the bid, etc. During that, they will make sure that everything will be installed per the plans. He said this goes back to making sure that they, as the owner, get what they had wanted. They will make sure that this has been designed per the plan. They will get into functional testing towards the completion of the construction. They will also go through the equipment for this to make sure that it is operating per the manufacturer's design. He gave an example of this with regards to an air handler unit on the roof and he gave more details about this.

Mike Walsh said Finance Director John Mehr had asked what CES has been working on specifically for the past month. Mike Walsh said their focus has been on two things right now. He said that he already had mentioned one of these, which is the design review of the documents that Friar Associates had sent over. CES will be having a meeting soon with Friar Associates so that they can download the comments they have. The other thing is that CES is working on their commissioning specifications. The commissioning specifications are in the actual specification book so that the contractors who bid the job will know that there is extra work that is associated with commissioning. The contractors will be part of the commissioning team and they will be used throughout the commissioning process to do parts and pieces. They want to make sure that the contractors are aware of this so that they will plan for this in their schedule, as well as plan for it financially.

Mike Walsh told the Commission that he would gladly take questions as to what CES is doing or what it will be doing soon. Commissioner Sal Ganci asked Mike Walsh if his bid responsibility is just to make sure that the documents are "up to snuff" before they go out to bid. Mike Walsh said that is correct and they will make sure that they, as the owner, will be getting what they want. CES had met with the Town at the beginning of this project. They worked through several parts and pieces that were important to the Town. The focus of CES will be the mechanical, electrical, plumbing, fire protection and envelope system. Commissioner Sal Ganci asked Mike Walsh if this will go back through Mike Sorano when CES is signing off on each step and if he will share a set of documents with the Commission as they are going along or if this will be at the end of the project. Mike Walsh said they have a running list and he said that he could forward this to the Commission if they haven't seen it. This is a living document, which is an open item, so a comment stays on this anytime a comment is put out by CES. Mike Sorano and his team will respond to that and that will be on the list. This will be updated accordingly when there are meetings. Commissioner Sal Ganci told Mike Walsh that it would be great if they could get this list distributed. Mike Walsh said absolutely.

Chairman Bryan Addy asked the other Commissioners if they had any questions for Mike Walsh. The Commissioners had none. Chairman Bryan Addy thanked Mike Walsh.

Chairman Bryan Addy asked the Commissioners if they had any further items for discussion with regards to the RHHS project. He then asked if they could have an update on the BSF process and how this is going with the guy who will be retiring next month. Mike Sorano said he hadn't checked in with this guy before the Commission's meeting this evening but he said they haven't received any questions from him on the documents, as far as he knew, at his office so they are still on schedule for April 9, 2014 for his review to be completed. This is the original date. Chairman Bryan Addy asked Mike Sorano if he has to stay on top of this or if he will be notified and he asked how the process works. Mike Sorano said he imagines they will get a call from the gentleman if he is falling way behind. He then said that he will give the gentleman a call tomorrow to see how he is doing but normally they would just sit and wait for the review to be completed. The gentleman will send a letter to say that he has completed the review or the gentleman will call him to tell him to come and get the documents. Commissioner Chris Ford said they are generally on time. Mike Sorano said the gentleman would have let him know by now if he is going to be a month behind.

Chairman Bryan Addy told Finance Director John Mehr that he believes he has received proposals from third party review consultants and this was just for them to "have in their back pocket" in case they are at the point where they need to take that direction but he said it sounds like they aren't going in that direction. Mike Sorano said right. He told the Commission that he didn't know if they had watched the Government Operations Committee meeting or if someone had updated them on that meeting they had when the bids had been opened that same day because the bids had been talked about with regards to how they aren't going to be used. He said though in talking to Fire Marshal Rich Renstrom and Building Inspector Peter Langlois that this service, or a similar service, will be needed to review the set of documents for the actual building permit. This will be coming in April 2014. Chairman Bryan Addy asked what the actual numbers were. Finance Director John Mehr said these were as low as \$5,000 and as high as \$45,000. He thinks they had received five bids and the next lowest one was for \$12,000.

Mike Sorano told them that he thinks they would have learned a lot in the scope review. Commissioner Chris Ford said the scope review from a local one would probably be different from what they would be doing for an authority having jurisdiction because that will probably be more comprehensive than BSF. Mike Sorano said right. He said another difference would be that Fire Marshal Rich Renstrom and Building Inspector Peter Langlois would be invited to the scope reviews depending on how this is put out to bid. Mike Sorano thinks the idea is that letters will be sent out to the bidders stating that the RFP will be modified to see if they will hold their costs and then they will be invited in based on that. Commissioner Sal Ganci asked if they hit the date of April 9, 2014, if they will still be going out to bid on April 16, 2014 because this is what the schedule is showing. Ken Biega said this is correct if this comes back to them on April 9, 2014 and if Mike Sorano gets comments back up to the BSF by April 15, 2014. Ken Biega said this will all come back to what comments they get. He thinks they can meet that if there are no major changes or huge ones that Mike Sorano will need to make. Ken Biega said it might take them a little time though if something is "out in left field", etc. and Mike Sorano needs to respond. Ken Biega said they are still holding to April 16, 2014 for right now. Commissioner

Sal Ganci asked Mike Sorano about his personal experience with this and he asked him if it is a pretty good sign that his changes or comments aren't going to be dramatic if the gentleman hasn't called him two weeks before his due date of April 9, 2014 or he asked him if this is a hard one to answer. Mike Sorano said this is a hard one to answer. He said he can check in with the gentleman to see how this is going with him. Commissioner Sal Ganci said it is important to the Commission for them to hold as close to the date of April 16, 2014 as they can. Commissioner Sal Ganci said it is a tight turnaround for them to have one week for the comments. Mike Sorano said they will be scheduling with CES to have their comments picked up shortly. Mike Sorano said his RediCheck team is coming in tomorrow to download their comments from their review. He said he is getting his other things completed and he told the Commission that he can get them these comments too. Commissioner Sal Ganci said if they miss the date that there is no question that an addendum will be issued on a job like this. He said it doesn't sound though like they will miss it by a lot unless there is something major. He asked Ken Biega if he still feels that he will be able to receive bids by April 27, 2014 because they will have close to six weeks. Ken Biega said the bid time is there but he said that Mike Sorano has to respond to all of the comments from BSF because they have to give them the letter to go out to bid. Ken Biega said this could be picked up in the addendum but BSF wants to see the corrections and then they can go out to bid. Commissioner Sal Ganci asked Ken Biega if there is enough time between April 16, 2014 and April 27, 2014 for them to get close to April 27, 2014 so that they can receive bids back by that date and so that they don't miss the "windows of opportunity" for this summer. Ken Biega said yes unless for example, they get twenty pages of documents from OSF, which are code issues, because their interpretation of a code usually takes the longest. Mike Sorano would have to go back to look at the codes to say how he is interpreting them and then OSF will say how they are interpreting them. There is some discussion then which takes a little time sometimes. Ken Biega told Commissioner Chris Ford that he knows that he has experienced this too. Ken Biega said that Mike Sorano will put together the comments from CES, O & G Industries, Inc. and RediCheck to try to make all of the corrections so that there will be a good set of documents going out. Ken Biega said sometimes it is a huge plus if they wait a week here or there to get all of the things corrected versus them going out with a set that has a huge addendum because he told them that they know what it is like bidding an addendum. He said that is it nice to have a complete set. Commissioner Sal Ganci said exactly and he said this answered this question. He thanked Ken Biega.

Chairman Bryan Addy asked the other Commissioners if they had anything else. Commissioner Tom Beaudoin asked where they stand on the budget. Ken Biega said he had talked about this earlier. They have some issues with the budget so they are sitting down with Mike Sorano and his team to look at how the job has been priced and what they have carried for units, etc. Ken Biega said they are also looking at what they can do to reduce the cost. He told the Commission that they want to come back to them to say that they are looking at this and that Mike Sorano has designed this so "this" can be as an alternate, etc. They would then mention value engineering items. Ken Biega told the Commission that this would be presented to them and they can say that they do or don't agree with it. He explained that they are still working this out so he didn't want to commit to a dollar amount right now. Chairman Bryan Addy asked if the Commission needs to have this list for their next meeting. Ken Biega said not until he has completed it. He explained that if they come up with value engineering and alternates that this has to be reviewed with Mike Sorano to make sure that he and his design team are comfortable with it. Ken Biega

said they also make sure about what is in the ed specs. They try to avoid making any changes to the ed specs because that would be major. Commissioner Chris Ford asked if it is correct that the alternates would have to be signed off by BSF. Ken Biega said some of the alternates should be in there already and for some of them, they are going to go back up and tell the gentleman what some of the additional alternates are. Ken Biega said they will walk the gentleman through these. Commissioner Chris Ford said the alternates they have are add alternates if he understands this correctly and he was told that this is correct. He said this isn't really going to help them if they have a budget concern but this will be more if they come in low and they have extra money. Ken Biega said yes.

Commissioner Tom Beaudoin said he is concerned and this is in lieu of a couple of the other school projects that have been out, which have been bid under different guidelines and that have been over budget. He said unfortunately what has to happen is that they "slice and dice" the project and the students ultimately are the ones who are affected negatively. He doesn't want to see this happen so he said that he hopes the budget they have is an accurate one and that they are doing due diligence. He said that he is assuming that O & G Industries, Inc. has many of the trades and their own people on Staff who estimate this. He is assuming that they have a number and that they can be pretty clear, as well as to the point of what that actual number should be. Ken Biega said yes. Commissioner Tom Beaudoin told Ken Biega that hopefully these numbers will come in somewhat less on a competitive bid process than his expectation of what he has set aside for those line items. Ken Biega said they always hope for this in a perfect world. He said they would like to have some alternates so that they are still getting what the intent of the project is. They will have the flexibility so that if the bids come in great then they can add things back in. Commissioner Tom Beaudoin asked Ken Biega to correct him and he confirmed that there is no stick on the CM in this instance with regards to him being responsible in the event that the budget goes over. Ken Biega said no. They will have to give the Town a guaranteed maximum price through the construction after the bids are opened and they are responsible for the overall project budget.

Commissioner Tom Beaudoin asked Ken Biega if he knew how much of a contingency is built into this project. Ken Biega said they are looking at 4% in the construction contingency right now and there will be an owner's contingency on top of this. Chairman Bryan Addy said this is very tight. Commissioner Chris Ford referred to the timing of all of this and he asked if it would be possible for them to get the reconciled budget information prior to April 9, 2014 so that they don't hold things up. Chairman Bryan Addy asked if the Public Buildings Commission has to approve this project to go out to bid. Ken Biega said yes. Chairman Bryan Addy said they need to know what is going on for their next meeting (on April 14, 2014) so that they can make a motion to have this put out to bid. Ken Biega said yes. Commissioner Chris Ford said they will want to know by April 14, 2014 if this project is over the budget and if it is, that they can have some proposed alternates which they can agree upon. Ken Biega said right and he said they will definitely want to get this out to this Commission before that. He said they will have the detail estimate where they will see all of the breakdown and all of the detail backup too.

Chairman Bryan Addy asked Ken Biega if they will be advertising this on April 16, 2014 or if they will be advertising before that. Ken Biega said they will be advertising on April 16, 2014.

Commissioner Peter Parrotta said the ed spec was mentioned from a design standpoint. He asked about if there is any leeway in which they have designed this and if they were to go over budget. He explained some more. Mike Sorano referred to the educational programming piece and to the modifications to the basis of design (the mechanical piece). He said the direction for this is pretty clear from the Town. All of these things are the standard by which they design by. They have no intention of taking any of these things out without bringing them the information that this is a recommendation by them for a value engineering piece. He explained that there is quantity and then there is quality. These two pieces of the triangle affect the budget. He said there is the complexity of the project and this is a complex multi-phased project. The quality of the project is for the quality of the materials and the products going in this, such as the warranties, etc. There is also the size of the project. Value engineering and alternates will be brought to them in order to meet the ed spec if the project comes in over budget. He told them that he didn't think any of them can say for them to go out for something that doesn't meet the ed spec because he said that would be the Board of Education. Commissioner Peter Parrotta said he didn't suggest that. He referred to the Board of Education's standpoint but he said that he wasn't going to speak for them. He said that a building is designed based upon recommendations and all of the recommendations have been met in the plans so it would really have to be considered strongly for the plans to be altered or they would have to figure out where money will be coming from if they are over budget. Value engineering that they need is crucial for them to make a recommendation to the Government Operations Committee for this to go out to bid. Mike Sorano said right. Commissioner Peter Parrotta said this is a month away.

Commissioner Sal Ganci said maybe the question that he was about to ask was answered already but he asked if they thought these budgets would be sent in an e-mail format to the Commissioners prior to April 14, 2014. Ken Biega said they are planning on that and looking at the alternates, as well as the value engineering items, is what is taking them some time. This is especially with regards to them pricing the alternates out because he said they want to come back to show them this. They can't just come back with a list of alternates. He said this will take some time working with Mike Sorano to come up with the basic design and how they are going to come up with these alternates. Commissioner Sal Ganci thanked Ken Biega. Commissioner Chris Ford asked Ken Biega if he had an ETA with regards to this. Ken Biega said no. He wished he did but he said that he didn't want to commit to this. Mike Sorano said they are working very hard.

Chairman Bryan Addy thanked Ken Biega and Mike Sorano. Chairman Bryan Addy asked the Commissioners if they had anything else on the RHHS project. None of the Commissioners had anything else.

b. West Hill Sprinklers Bid

Lee Sullivan said there had been a walkthrough today and she was happy to report that there had been a very large number of contractors there. Everybody who wants to bid had to attend this walkthrough today because it was a mandatory one. There were approximately fourteen or eighteen contractors for the two bid packages. Some of the contractors are going to do a combination bid voluntarily where they would handle the whole package. There will be three sets probably. There will be the general trades acoustical, the fire sprinklers and then there

will be some combo bids that will be for the whole project. The bids will be due on March 26, 2014. An addendum will be put out probably Wednesday night or Thursday morning of this week. This addendum will answer questions that had been asked today. She said that Adam Palmer is also working on a couple of items to update the drawings. She told the Commission that they will be copied on the addendum that will be going out. They are in good shape.

Lee Sullivan said she had met with Lisa Zerio (Director of Parks and Recreation & Custodial Staff) and the Custodial Staff today for a phasing meeting with regards to how they are going to phase the work for this. Lee Sullivan said the Custodial Staff is going to move furniture and they will have to get back in to wax the floors. She said that she also had met with Scott Janes (Facilities). There is a meeting that is arranged for Friday with the Principal of West Hill School so that they can make sure that everybody is on the same page for when they will be starting this and for what the requirements will be for the Staff that will be working there for the summer. The sprinklers, the security and the modular classrooms have to all be coordinated for there.

Lee Sullivan asked if there were any questions. Commissioner Sal Ganci said he had missed the February 20, 2014 special meeting of the Public Buildings Commission. He asked where the bid opening for the sprinklers will take place. Finance Director John Mehr said they will have it in Council Chambers. Lee Sullivan said this will be at 2:00 p.m. on March 26, 2014. Finance Director John Mehr said all of the proposals will be dropped off at the Town Hall and there will be a general opening of these in public in Council Chambers. Lee Sullivan said the bids will be read aloud and the numbers will be recorded. Time is of the essence so she said that they will scope out one or two bidders for each package probably depending on where they are in order to make sure that they have the scope covered correctly and to make sure that the schedule can be met because it is a tight one. Commissioner Sal Ganci said thank you.

Commissioner Chris Ford asked Lee Sullivan if any questions had come up today that had thrown a loop into anything. Lee Sullivan said the questions were very standard (i.e. who will be putting the floor protection down, etc.).

Chairman Bryan Addy asked if the bid form is going to be modified to show a combined one. Lee Sullivan said yes and she said that she might have this on there already. She will check this because she has been working on quite a few projects. She will make sure that this is on there if it isn't on there now. She mentioned that she had instructed the contractors about them having to submit a combo bid in a separate envelope and she said that she will also make this clear in the addendum. She gave more details about this. Chairman Bryan Addy asked Lee Sullivan if it was made clear to the contractors that the bid date isn't going to move. Lee Sullivan said yes and she said that nobody had asked to move it interestingly. Chairman Bryan Addy said that is good.

Chairman Bryan Addy said he will wait to hear back from the Board of Education with regards to what they are doing for a joint meeting. He thinks a joint meeting will be scheduled with this Commission so that the bids can be reviewed in order for a recommendation to be made to the Government Operations Committee for the award of bid for this for the Town Council to approve in early April. Lee Sullivan said that is great. Chairman Bryan Addy told Lee Sullivan that he will let her know when he finds out what date this will be. Lee Sullivan said thank you.

Commissioner Tom Beaudoin asked if it would be possible to get a list of the attendance at the walkthrough that took place today. Lee Sullivan said certainly. She mentioned that she had this with her and she thought it would be better to have this scanned and e-mailed. Commissioner Tom Beaudoin said that would work. Lee Sullivan told Chairman Bryan Addy that she would e-mail this to him if that would be alright and then he could distribute this. Chairman Bryan Addy said this will be in the first addendum anyways. Lee Sullivan said this was true. This will be in the addendum on Wednesday or Thursday morning. She asked if this will be alright. Commissioner Tom Beaudoin said that will work.

Chairman Bryan Addy asked the Commissioners if any of them had any other questions on the West Hill School sprinklers project. No Commissioners had any other questions. Chairman Bryan Addy thanked Lee Sullivan.

4. NEW BUSINESS

Chairman Bryan Addy told the Commissioners that Jim Sollmi had handed the Town Council Resolution from back in April 2013 out to them. (Please see the First Attachment.) This Resolution charges the Public Buildings Commission with the RHHS renovation project and the West Hill School sprinkler project. Chairman Bryan Addy said only these two projects will be coming before this Commission unless the Town Council tells them otherwise. Jim Sollmi said he had included a copy of the Town Charter with the Resolution also. He referred to Section C6-9 (Public Buildings Commission) and how the Town Council has to have a Resolution charging the Public Buildings Commission with the task of review. He said that he thought this Commission's question had been about whether security issues or portables would be coming before them. He said as far as he knew that those items will not be before this Commission unless the Town Council says that they want them to look at these and then there will have to be a Resolution to that effect. He said these items cost more than \$250,000 but if the second paragraph is read in this Section that it states that this would have to be by a Resolution of the Town Council. Commissioner Peter Parrotta said this states that "shall grant to the Commission, by Resolution....". He said the Town Council has an option to do this and Jim Sollmi said right. The Commission was told that the RHHS renovation project and the West Hill School sprinkler project are the only two projects they are working on so far. Chairman Bryan Addy guesses it would make sense that the sprinkler project for Stevens School will come through this Commission. Commissioner Peter Parrotta guesses this will when it is ready.

5. ANY OTHER BUSINESS

Chairman Bryan Addy asked if there was any other business. There was none.

6. CORRESPONDENCE, COMMUNICATIONS

Chairman Bryan Addy asked if there was any correspondence or communications from anybody. There was none.

7. BILL PAYMENT RECOMMENDATIONS

Chairman Bryan Addy told the Commissioners that they had an invoice from Friar Associates and an invoice from CES in their packets. He asked if they had approved two invoices for CES at the Commission's last meeting and he was told they did. He said there were no invoices from O & G Industries, Inc. or from EnviroMed Services.

a. Friar Associates, Inc. – 1 Invoice

Commissioner Peter Parrotta made a motion to approve the payment of the invoice for Friar Associates in the amount of \$75,500.00. The motion was seconded by Commissioner Chris Ford and adopted by those present. (Vice Chairman Todd Marchand was absent.) (Please see the Second Attachment.)

Before this motion was voted on, Chairman Bryan Addy said it was a good thing that RediCheck hadn't billed them yet. Mike Sorano said this is in his contract so RediCheck won't be billing the Town. Chairman Bryan Addy told Mike Sorano that he hasn't billed that line item. Mike Sorano said that is correct. Chairman Bryan Addy said that RediCheck has been working on this for the past month. Mike Sorano said this is actually Phoenix Architectural Services and he said that he uses the name of RediCheck because everyone understands that. Chairman Bryan Addy said he just wanted to make sure that Phoenix Architectural Services has been working on this but that they haven't billed them. Mike Sorano said there will be a meeting with them all day tomorrow at the office where they will be giving all of their comments, etc. Chairman Bryan Addy told Mike Sorano that this is very generous of him.

Chairman Bryan Addy asked if there was any other discussion or questions. There was none.

At this point, the motion was voted on.

b. O & G Industries, Inc. – No Invoice

It had already been mentioned that there was no invoice from O & G Industries, Inc.

c. Consulting Engineering Services (CES) – 1 Invoice

Commissioner Peter Parrotta made a motion to approve the payment of the invoice for Consulting Engineering Services (CES) in the amount of \$1,930.00. The motion was seconded by Commissioner Chris Ford and adopted by those present. (Vice Chairman Todd Marchand was absent.) (Please see the Third Attachment.)

d. EnviroMed Services – No Invoice

It had already been mentioned that there was no invoice from EnviroMed Services.

Finance Director John Mehr said as a F.Y.I. that he had included paperwork for the Commission with regards to the Town getting billed for the modular classroom at Stevens School. He

referred to Jim Sollmi's explanation before. Finance Director John Mehr said he had added West Hill School. Chairman Bryan Addy said that any West Hill invoices will come through this Commission and Stevens School invoices won't. Commissioner Tom Beaudoin asked if the invoice for the modular classroom was the one for \$12,000 from Friar Associates. Chairman Bryan Addy said yes. He said they also had the Government Operations report attached for their reference. (Please see the Fourth Attachment.)

At this point, Mike Sorano said that everyone who wanted to receive a set of the drawings for the RHHS project has received one. He told the Commission that they hadn't discussed how comments from them are going to be distributed. He then told them that they certainly "aren't on the hook" to make any comments at all but he told them that they have a lot of expertise. He asked Chairman Bryan Addy if everything will be going to him if comments, etc. are being made. Chairman Bryan Addy said yes. He asked for an e-mail to be sent to him and he will get this over to the Commissioners. Chairman Bryan Addy said he will keep a running document of comments. Commissioner Chris Ford asked what a good timeframe would be. Mike Sorano said he was going with a timeline of March 25, 2014 with other reviews that are going out there. Commissioner Sal Ganci asked Mike Sorano if he could include this in his e-mail with regards to giving all of them a reminder for them to please not exceed March 25, 2014. Mike Sorano said "the more eyes, the better".

Chairman Bryan Addy thanked everyone.

8. ADJOURN

Commissioner Tom Beaudoin made a motion to adjourn the meeting at 5:35 p.m. The motion was seconded by Commissioner Sal Ganci and adopted by those present. (Vice Chairman Todd Marchand was absent.)

Respectfully submitted,

Jo-Anne Booth
Recording Secretary